

# INSPECT PRACTITIONER USER GUIDE

[www.in.gov/inspect](http://www.in.gov/inspect)

Email: [inspect@pla.in.gov](mailto:inspect@pla.in.gov)



LOGIN PAGE: [Prescription Monitoring Program Login](#) or you may visit [www.in.gov/inspect](http://www.in.gov/inspect) and click the INSPECT logo to be taken to the Login page.

Have your username (ex: jjones) and password ready

1. Login to the PMP with your username and password.

If you do not know your password, you may reset it by clicking [Forgot Password?](#) You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: [inspect@pla.in.gov](mailto:inspect@pla.in.gov).

2. Click the **Requests** tab in the upper left corner, then click **New Request** to submit a search for a new report. You can also view previous requests made by this account by clicking **View Request**.

INDIANA PRESCRIPTION MONITORING PROGRAM

Welcome, Practitioner Test MY ACCOUNT LOGOUT

Request

Home > Request > New Request

View Request  
New Request  
Unsolicited - Received  
Unsolicited - Send  
Practitioner Self-Lookup

Latest News

Length of Requests

The length of a request is restricted to 365 days. If older information is needed, the user can make multiple requests for that individual in year increments. Example: 1/1/2009 - 12/31/2009, 1/1/2010 - 12/31/2010.

Request

Patient

Patient Details

Last Name: Testpatient First Name: betty Middle Name:

Birth Date: 01/01/1970 Gender:

Contact Details

Street: City: State: IN Zip:

Family Members

Prescription Range

☐ Set default to last 12 months date range Begin Date: 01/01/2009 End Date: 12/31/2009

Options

Format: PDF

Request To State(s)

☒ OHIO ☐ VIRGINIA

The interstate request may take longer for response

☒ I certify that the information I have entered above is accurate.

Create

3. Enter the patient information you wish to search for. Best results are obtained by using the first name, last name and date of birth.

The default time period to search is 1 year but you may change the date range by *unchecking* the box and entering new information. The time period for requests is limited to 365 days, but you may make multiple requests for different years if you wish. (Ex. 1/1/2010-12/31/2010, 6/1/2009-6/1/2010)

4. In the **Request to State(s)** region, check the box next to **OHIO** to send your request to the Ohio system as well as to INSPECT.

(In the contact details you can leave the state selection at the default of IN or change it to OH or blank – correct results will be returned with any option chosen as long as the OH box is checked in the **Requests to State(s)** area)

5. You must check the authorization box at the bottom of the screen to continue.

6. Click **Create** when you have completed your request. It may take a few moments to process before you see the new page.

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Request

Patient

User Name	Response	Sent On	Attachment	Delete
Root Account	Response Received From InterState - OH	8/4/2011 11:06:00 AM	Patient Rx History Report.XML	
Practitioner Test	Your request has been processed automatically	8/4/2011 11:06:00 AM	Patient Rx History Report.PDF	

Current Response

Practitioner Test on Thu 8/4/2011 11:06 AM Attachment: Patient Rx History Report.PDF

Your request has been processed automatically

Browse

Print All Reports

Patient Details

Last Name: Testpatient First Name: betty Middle Name:

Birth Date: 01/01/1970 Gender:

Contact Details

Street: City: State: IN Zip:

7. Click the orange button that says **"Display All Results"**. This will return complete results from all states in one report. The report will start on page 2 of the .PDF document.

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## USER-LED UNSOLICITED REPORTING

INSPECT's newest feature is a function that will allow users to forward patient Rx History Reports to other prescribers and dispensing pharmacies of that patient.

Home > Request > View Request

Request

User Name	Response	Sent On	Attachment	Delete
	Your request has been processed automatically	10/31/2011 10:49:00 AM	Patient Rx History Report.PDF	

Current Response

on Mon 10/31/2011 10:49 AM Attachment: Patient Rx History Report.PDF

Your request has been processed automatically

Browse...

Patient Details

Last Name: dummy First Name: a Middle Name:

Birth Date: 05/05/1927 Gender:

Contact Details

Street: City: State: IN Zip:

Family Members

Alias	Last Name	First Name	Middle Name	Date of Birth	Remove

Prescription Range

☒ Set default to last 12 months date range Begin Date: 10/31/2010 End Date: 10/31/2011

Options

Format: PDF

Request To State(s)

☐ OHIO ☐ VIRGINIA

The interstate request may take longer for response

Back To List Page

Unsolicited Request Details

Patients that match search criteria

A Dummy	05/05/1927	1222 Fake Street, Indianapolis, IN - 46237
A DUMMY	05/05/1927	715 S. BALDWIN, MARION, IN - 46953

Prescribers for prescriptions listed

<input checked="" type="checkbox"/> MC2212316	Dr. John Doe
<input type="checkbox"/> SW0124557	Dr. Jane Smith

Pharmacies that dispensed prescriptions listed

<input checked="" type="checkbox"/> 1536373	Herbst Pharmacy
<input type="checkbox"/> 1531513	

☒ - Indicates that Pharmacy/Practitioner has been already notified for the selected reporting period ☒ - Un-identified User

Practitioner users now have the option of sending along a notification to mutual providers by using the "user-led unsolicited reporting" feature. Please note that the notification will not include the patient's actual treatment information, only that you found certain aspects of the INSPECT report suspicious, and as such, believe the recipient practitioner may want to look into the matter further. Please note that all standard disclaimers apply to such transactions, and that INSPECT does not guarantee the contents of reported information to be complete and/or accurate.

Send Unsolicited Notification

Once your request for an Rx History report has been fulfilled, you have the option of sending the report along to the other prescribers and dispensers listed on the report.

1. If you scroll down to the bottom of the Request page after your report has been delivered, you may check a box next to the practitioners and pharmacies you wish to send a copy of the report to.

2. Once you have selected recipients for the report, click the orange "Send Unsolicited Notification" button at the bottom of the screen to send email alerts to the selected groups.

Recipients of the email notification will be instructed to click a link in the email to view the report. If the recipient is not a registered INSPECT user, they can register at that time.

\*\*If the recipient name is grayed out no email address is on file for that user and they cannot be notified via email.

## EXAMPLE EMAIL NOTIFICATION

You are a recipient of an INSPECT Unsolicited Alert. **Doctor Test** has sent an unsolicited alert on a shared patient. INSPECT practitioners now have the option of sending along notifications to mutual providers by using the "user-led unsolicited reporting" feature. Please note that the notification will not include the patient's actual treatment information, only that you found certain aspects of the INSPECT report suspicious, and as such, believe the recipient practitioner may want to look into the matter further. Please note that all standard disclaimers apply to such transactions, and that INSPECT does not guarantee the contents of reported information to be complete and/or accurate. (This will be followed by a link to view the report.)